

PROJECT DIRECTOR

**D-43/1, Share-e-Ghalib, Lane 3 , Block 2, Clifton ,Karachi
Karachi**

Subject: **REQUEST FOR THE POST OF OFFICE HELPER .**

Respected Sir,

I humbly offer my services for the post of **OFFICE HELPER** in your prestigious university. I fulfill the requirement as I have passed my intermediate Commerce exams and I have four year of experience of working in a private firm as a Clerk. I can operate computer, type documents, use internet and I have a good typing speed on MS-Word and INPAGE (Urdu Software).

You are, therefore, requested that kindly grant me a chance for this job. I will never let you down as I proudly say that I am dedicated, loyal and a hardworking person.

I hope to be positively responded.

Yours Sincerely

Muhammad Shahbaz

Mobile No: 0335-0393416

Curriculum Vitae

Muhammad Shahbaz

Address: House No 720, Street 11, Sector 44/c korangi No.6 Karachi.

Cell No: 0335-0393416

E-Mail: M.shahbazayub@gmail.com

OBJECTIVE:

Seeking a suitable job according to my education and skills in an organization where I can render my service and get opportunity to enhance my abilities

EDUCATION:

	<i>Education</i>	<i>Year</i>	<i>Educational Board</i>
	<i>Intermediate (Commerce)</i>	2011	<i>Board Of Intermediate Karachi.</i>
	<i>Matriculation (Science)</i>	2008	<i>Board Of Secondary Education Karachi.</i>

PROFESSIONAL EXPERIENCE

- ✓ 8 Years Working Experience as a Clerk/ Assistant Daily Jang karachi.
- ✓ 1 Years Working Experience Medicam Company

LANGUAGE SKILLS

- ✓ Speak Urdu, and English

PERSONAL INFORMATION:

Father's Name : *Ayub Ahmed*
C.N.I.C No : *42201-0656808-9*
Date of Birth : *05^h Sep 1987*
Place of Birth : *Karachi*
Nationality : *Pakistani*
Religion : *Islam*
Marital Status : *Married*

REFERENCE

To be furnished upon request